

Case Initiation Civil Proceedings

From any screen, type CSI (Case Initiation) at the Next line and press **<ENTER>**.

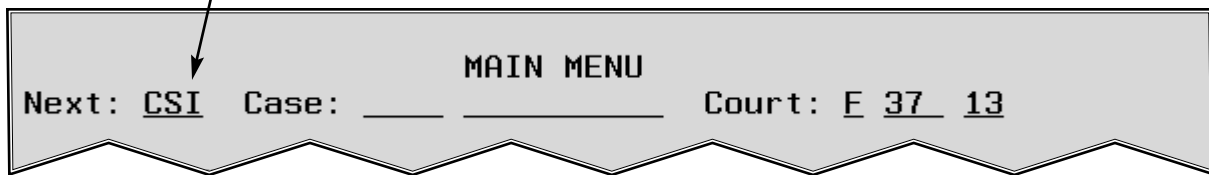


Diagram illustrating the MAIN MENU screen. The screen displays the following text: "Next: CSI Case: _____ Court: E 37 13". An arrow points to the "Next" field, indicating where to enter "CSI".

The Case Initiation screen will be returned.

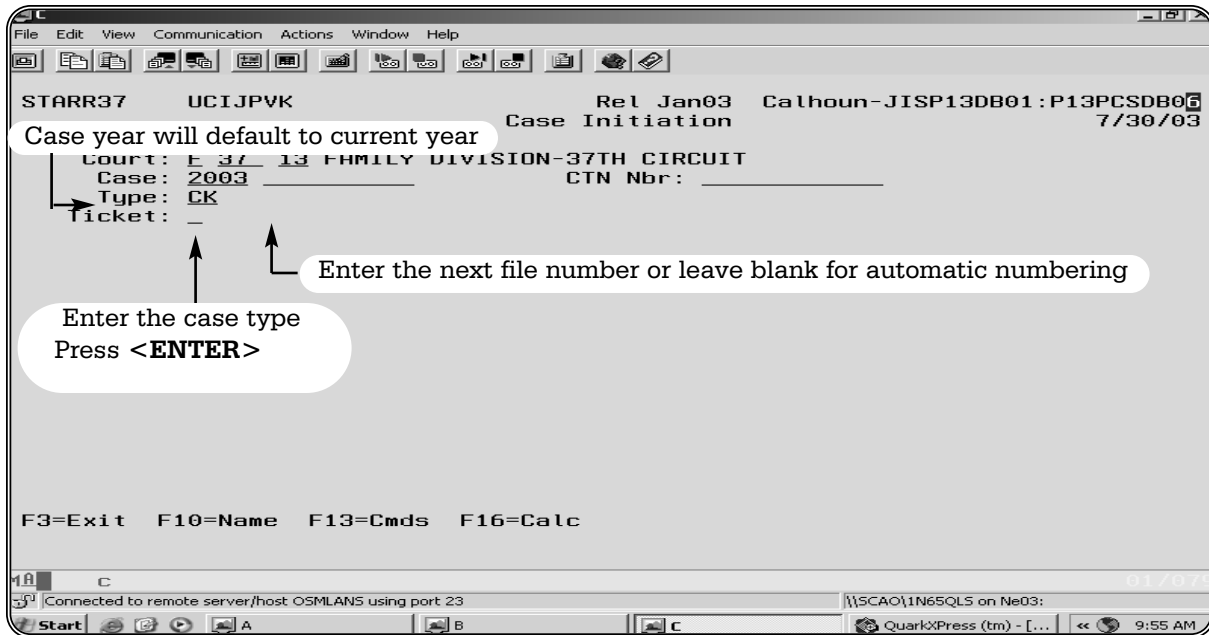


Diagram illustrating the Case Initiation screen. The screen displays the following text: "STARR37 UCIJPKV Rel Jan03 Calhoun-JISP13DB01:P13PCSD01 7/30/03 Case Initiation CTN Nbr: _____". Below this, the screen shows "Court: E 37 13 FAMILY DIVISION-37TH CIRCUIT", "Case: 2003", "Type: CK", and "Ticket: _____". Annotations include: "Case year will default to current year" pointing to the Case field, "Enter the case type Press <ENTER>" pointing to the Type field, and "Enter the next file number or leave blank for automatic numbering" pointing to the Ticket field. At the bottom, the screen displays "F3=Exit F10=Name F13=Cmnds F16=Calc".

The Edit Civil/Probate case screen will be displayed for processing.

Field Definitions for the Edit Civil/Probate Case Screen

The screenshot shows a software window titled "Edit Civil/Probate Case". The menu bar includes File, Edit, View, Communication, Actions, Window, and Help. The status bar at the bottom shows "F3=Exit F10=Name".

Callouts from the image:

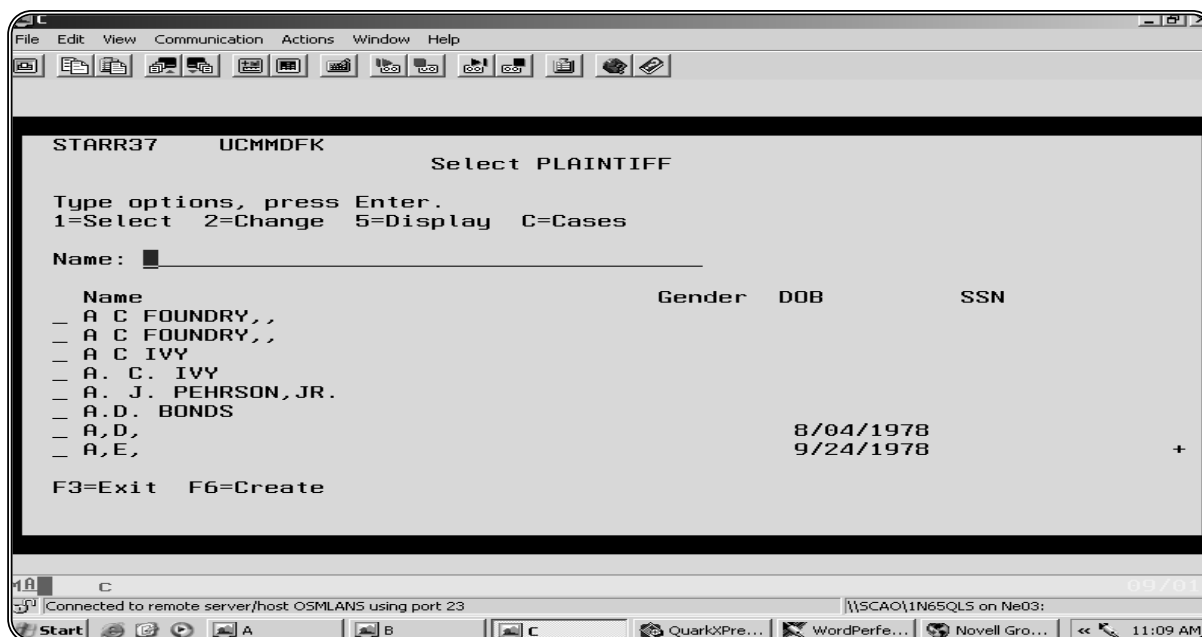
- Assigned case year, number, type and "O" (open) current case status:** Points to the "Case: 2003 0000002438 CK O" field.
- Very important to enter "Y" for Request for PPO Ex Parte:** Points to the "Jury Demand Filed: Y" field.
- When you have completed the case information, press <ENTER>:** A general instruction at the bottom.

Field values visible on the screen:

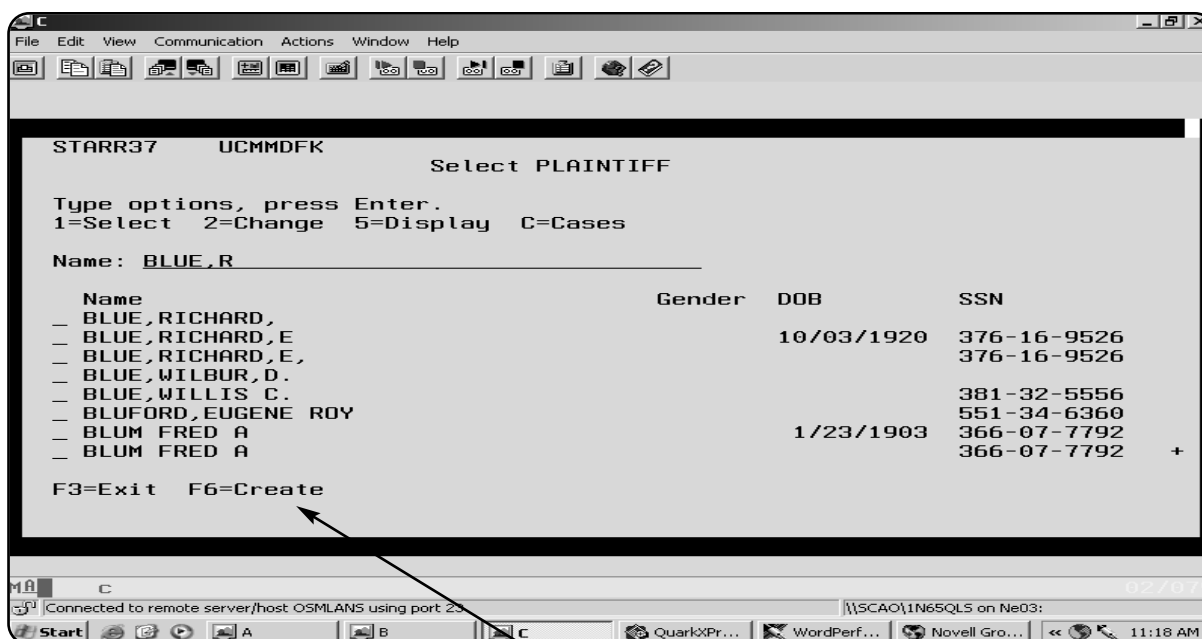
- STARR37 UCJ1E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06 7/30/03
- Case: 2003 0000002438 CK O
- Filed Date: 7/30/2003
- Disposed: Reopened: Closed:
- Public: P Caseload Omit: Prison Case: Ex parte Order:
- Jurist: J 27878 REED, GARY K.,
- Prosecutor:
- Microfilm No:
- X-Reference:
- Lower Court:
- Jury Demand Filed: Y

Filed Date	Enter the date the court received the case for filing (defaults to current date).
Disposed	Displays the date that all parties were disposed on the case.
Reopened	Displays the reopen date.
Closed	Displays the close date.
Public	Determine if case may be viewed by public or personnel who do not have authority to Non Public cases. Defaults to "P" Public. Other options are "S" Suppressed, "E" Expunged. A suppressed or expunged case will be highlighted in the "Work with Cases" screen to alert a user that the case is Non Public.
Caseload Omit	Omits the case from being counted on the quarterly SCAO caseload report.
Prison Case	Denotes if the case is initiated from prison.
Ex Parte	Identifies, for caseload reporting on PP, PH, PJ, ID, NB case types, that the order is initially requested ex parte.
Jurist	Judge assigned to the case. Enter professional type J and their P number.
Prosecutor	Prosecutor assigned to the case (if applicable). Enter A and the prosecutor's P #.
Microfilm No.	Microfilm number
X-Reference	Field may be used for any information that may assist the court.
Lower Court	Lower court number, if applicable.
Jury Demand	Enter a "Y" if a Jury demand has been filed at filing. If a jury demand is filed at a later date this field will automatically be updated upon entry of the event.
When you have completed the Edit Case screen, press <ENTER>. and the Select Plaintiff screen will be displayed.	

Select Plaintiff Screen



Check to make sure that the name is not currently in the name index by entering LASTNAME, FIRSTINITIAL, and pressing **<ENTER>**



Since this name is not in the name index, **<F6>** to create.

Field Definitions for the Edit Name Screen

STARR37 UCC6E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSDBO 7/30/0

Edit Name

Name: BLUE, RONALD, GEORGE Adoption Name: N

Company: N

Gender: M Race: ← **<F4> to prompt for options**

SSN:

Date of Birth: 09121957 Date of Death:

DLN: B192829292999 St: MI

Address: 1625 W. BISHOP AVE

APT 16

City: BATTLE CREEK St: MI Zip: 48922

Phone: 2699625555 Ext:

Fax:

SID#: NCIC#:

Remember
It is important to enter as much information as possible to avoid duplication of a name in the name index.

F3=Exit F10=Name F13=Cmnds

Name	Name of the person you are entering, LASTNAME, FIRSTNAME, MIDDLENAME, SS
Adoption Name	Applies only to a name entered for an adoption case.
Company	Mark "Y" if this is a company and do not put commas for the name, i.e. SMITH INSURANCE COMPANY.
Gender	Gender of the person.
Race	The race of the person, if known.
SSN	Social Security Number for the individual.
Date of Birth	Enter MMDDCCYY date format. Do not use commas or slashes.
Date of Death	Enter MMDDCCYY date format. Do not use commas or slashes.
DLN	Drivers License Number
Address	Mailing address
City	City of residence
State	State of residence
Zip	Postal code for this address
Phone	Area code and number. Do not use commas or slashes.
Ext	Extension, if applicable
Fax	Area code and number. Do not use commas or slashes.
SID	State identification number assigned for fingerprints.
NCIC	Federal identification number.

Once the screen is completed press **<ENTER>**.

The name will be added to the name index, 1 to select the name as the plaintiff, press **<ENTER>**

Select PLAINTIFF

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: BLUE, RONALD, GEORGE

Name	Gender	DOB	SSN
1 BLUE, RONALD, GEORGE	M	9/12/1957	381-32-5556
— BLUE, WILBUR, D.			
— BLUE, WILLIS C.			381-32-5556
— BLUFORD, EUGENE ROY			551-34-6360

Field Definitions for Edit Party Screen

STARR37 UCIKE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Party 7/30/03

Crt: F 37 13
Case: 2003 0000002438 CK
REED Attorneys: PRO PER - PRO PER
Filed: 7/30/2003 Disposed: Reopened: Closed: Open

Name Nbr: 3563834 BLUE, RONALD, GEORGE Filed Date: 7/30/2003
Party: P 1 PLAINTIFF Party Cat:
Public: P

Current Address: 1625 W. BISHOP AVE Address Code: 3614184
APT 16
BATTLE CREEK St: MI Zip: 48922
269/962-5555 Ext: Gender: M DOB: 9/12/1957 Age:
DLN: B192829292999 St: MI

Association Type: Attny: 21235 TABACK, GARY A., Appt/Ret: R Notices: Y
Cmt: OR Mult Alt Names:
Alt Type: Name:

F3=Exit F10=Name F13=Cmts F23=Cancel Init

To cancel the case initiation process <F23>
This case number will not be lost.

Name Nbr	A unique number identifier associated to the party's name assigned by the system. <F4> prompt on this field will allow you to select or create a name.
Filed Date	Date this party is being added to this case (defaults to case filed date).
Party	Type of party (i.e. P-Plaintiff, D-Defendant, etc) and the number of the party (i.e. the first plaintiff added=1, the second plaintiff added=2). <F4> will automatically assign the next available number for that party type.
Party Cat	Probate Cases only
Public	Determine if the party may be viewed by the public or personnel not having authority to Non-Public cases. (Defaults to "P" Public)
Association Type	Valid options are Guardian ad Litem (GA), Lawyer Guardian Ad litem (LG), Surety (SU), Other (OT), Parents (PA), Conservator (CO).
Attorney	Enter the attorney's bar number.
Appt/Ret	A if the attorney is court appointed, R if the attorney is retained.
Notices	"Y" if this person is to receive notices on this case, "N" if this name has been entered for informational purposes, and no notices are required.
Comment	Enter any comments regarding this party.
Alternate Type	The alternate name type, i.e. also known as (aka), doing business as(dba),etc.
Name	The name number of the party's alternate name. <F4> to select an alternate name. If name is not on the Select Alternate Name screen, do an
<F6> to	create.
OR Mult Alt Names	"Y" on this field will allow you to add numerous multiple names for one person.

Once all the information regarding the party is completed, press <ENTER>, the Select Defendant screen will be displayed.

Select Defendant

STARR37 UCMMDFK

Select DEFENDANT

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: BIG BROTHERS INSURANCE

Name	Gender	DOB	SSN
- BIG JOHN SERVICES INC,,			
- BIG JOHN SERVICES INC,,			
- BIG LOTS DISCOUNT,,			
- BIG LOTS,,			
- BIG LOTS,,			
- BIG LOTS,,			
- BIG LOTS,,			
- BIGBY PAUL D			

F3=Exit F6=Create

The processing will be the same as selecting the plaintiff. Search the name index, select or create and select the defendant's name, press **<ENTER>**.

STARR37 UCIKE1K

Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Party 7/30/03

Crt: F 37 13
Case: 2003 0000002438 CK
REED Attorneys: TABACK - PRO PER
Filed: 7/30/2003 Disposed: Reopened: Closed: Open

Name Nbr: 3563835 BIG BROTHERS INSURANCE
Party: D 1 DEFENDANT
Public: P

Current Address: 123 EAST MAIN STREET
Address Code: 3614187

City: BATTLE CREEK
Phone: 269/962-5552 Ext: St: MI Zip: 482930
SSN: DLN: Gender: U DOB: Age:

Association Type: _____
Attny: _____ Appt/Ret: _ Notices: Y
Cmt: _____
Alt Type: _____ Name: _____ OR Mult Alt Names: _

F3=Exit F10=Name F13=Cmnds F23=Cancel Init

Once all the information regarding this party is completed, press **<ENTER>**, the Select Party Name screen will be displayed.

Select Party Name Screen

Civil case initiation will default the first primary plaintiff and defendant. Additional parties are added through the Select Party Name screen. The process is exactly the same as primary plaintiff and defendant, except the user must designate the party type and number on the edit party screen.

Search the name index, select or create and select the next party's name, press

STARR37 UCMMDFK

Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: BLUE, MARY,

Name	Gender	DOB	SSN
1 BLUE, MARY,	U	11/21/1963	
— BLUE, MERRIANNE,	F		
— BLUE, MICHAEL, J	M	7/11/1975	
— BLUE, PAULA,			
— BLUE, RICHARD,			
— BLUE, RICHARD, E		10/03/1920	376-16-9526
— BLUE, RICHARD, E,			376-16-9526
— BLUE, RONALD, GEORGE	M	9/12/1957	

F3=Exit F6=Create
Record added.

STARR37 UC1KE1K

Rel Jan03 Calhoun-JISP13DB01:P13PCSD006
Edit Party 7/30/03

Crt: F 37 13
Case: 2003 0000002438 CK BLUE V BIG BROTHERS INSURAN Open
REED Attorneys: TABACK - PRO PER
Filed: 7/30/2003 Disposed: Reopened: Closed:

Name Nbr: 3563836 BLUE, MARY, Filed Date: 7/30/2003

Party: P 2
Public: P

Current Address: 1
City: BATTLE CREEK St: MI Zip: 48922
Phone: Ext: Gender: U DOB: 11/21/1963 Age: 32
SSN: DLN: St:

Association Type: 21235 TABACK, GARY A., Appt/Ret: R Notices: Y
Cmt: OR Mult Alt Names: —
Alt Type: Name:

F3=Exit F10=Name F13=Cmnds F23=Cancel Init

Once all the information regarding this party is completed, press <ENTER>.

Select Party Name continued,

The Select Party name screen will continue to display until all parties are added. Once all parties are added, <F3> to exit the select party screen.

STARR37 UCMMDFK

Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: _____

Name	Gender	DOB	SSN
A C FOUNDRY,,			
A C FOUNDRY,,			
A C IVY			
A C IVY			
A. J. PEHRSON, JR.			
A.D. BONDS			
A.D.		8/04/1978	
A,E		9/24/1978	+

F3=Exit F6=Create

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After exiting the Select Party Name screen the Edit Event screen will be displayed for completion.

STARR37 UCIXE1K

Rel Jan03 Calhoun-JISP13DB01:P13PCSD006
Edit Event 7/30/03

Crt: F 37 13 Bond: BLUE V BIG BROTHERS INSURAN Open
Case: 2003 0000002438 CK GKR
Atty: TABACK - PRO PER Worker:
File: 7/30/2003 Dispose: Reopen: Close:

Evt: ___ Dte: 7/30/2003 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: ___ Cnt: ___ Attny: ___ Jur: ___ Due Dte: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds

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Edit Event Screen

The Edit Event screen is the central location for all activities pertaining to a case.

- Documents filed
- Events (i.e. Hearings, Motions, Trials)
- Court actions (i.e. Bench Warrants)
- Party actions (i.e. Return of Service, Answer, Disposition)
- Scheduling
- Other (forms, financials, results)

Some fields may be required for completion in the processing certain events, when they are not completed the system will highlight the field for completion.

STARR37 UCIXE1K Rel Jan03 Calhoun-JISP130DB01:P13PCSD06
Edit Event 7/31/03

Crt: F 37 13 Bond: Auth: Open
Case: 2003 0000002438 CK GKR BLUE V BIG BROTHERS INSURAN
Atty: TABACK - PRO PER Worker:
File: 7/30/2003 Dispose: Reopen: Close:

Evt: SAC Dte: 7/30/2004 Plea: Dsp: Pgm/Rslt: Monetary: _
Pty: P Cnt: Attny: Jur: J 27878 Due Dte: _
Cmt: _
Form: _ Register: _ Receipt: _ Amount: _

Remember
<F4> is available on most fields to display options

Schedule Next Action:
Next: _ Date: _ Time: _ Jur: _ Ctrm: _
Cmt: _

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds
Event Date must be present or past date

Enter the first event code and complete any other applicable fields.

Press **<ENTER>**

The Edit Event screen will continue to display for additional events, **<F3>** to exit once events are complete.

Note: Error messages will be displayed at the bottom of the screen and indicate the field in error as highlighted. Correct the error and Press **<ENTER>** again.

Field Definitions for Edit Event

First, lets define the event header information. Header fields are not open for input. These fields display data that currently exist on the case.

STARR37	UCIXE1K	Rel Jan03	Calhoun-JISP13DB01:P13PCSD06
		Edit Event	8/12/03
Crt: F 37 13	Bond:	Auth:	Open
Case: 2003 0000002438 CK GKR	BLUE V BIG BROTHERS INSURAN		
Atty: TABACK - PRO PER	Worker:		
File: 7/30/2003	Dispose:	Reopen:	Close:
Evt:	Dte: 8/12/2003	Plea:	Dsp:
		Pgm/Rslt:	Monetary:

Crt	Court where the case is filed.
Bond	Code that indicates the type of bond that has been set and the last action taken on the bond. Entered at Work with Bonds and Bond Actions screen.
Auth	Date that a juvenile case/petition was authorized for filing.
Open (Case Status)	This field will change based on the status of the case as entered on the Edit Event screen . If the case has not been adjudicated(disposed), it will display as Open . When all disposable parties have been disposed with a disposition, it will display as Adju . When the case is closed it will display as Clos .
Case	Case number that this event is being entered for.
Initials	Initials of the jurist assigned to this case. The jurist is entered on the Edit Civil/Probate Case screen.
Name	Case entitlement. Created during <i>Case Initiation</i>
Atty	Name of the attorney appointed or retained for the primary plaintiff and primary defendant as entered on the Edit Party screen.
Worker	Name of the worker who has been assigned for a juvenile case.
File	The date the case was filed with the court. Entered on Edit Case screen (filed date).
Dispose	Date the case was adjudicated, all parties were disposed.
Reopen	Date the case was reopened. This date is based on a reopen event.
Close	Date the case was closed. This date is based on a closing event.

Field Definitions for Edit Event, continued

Now, lets review some of the input fields on the edit event screen.

Edit Event				8/12/03	
Crt: F 37 13	Bond:	Auth:	Open		
Case: 2003 0000002438 CK GKR	BLUE V BIG BROTHERS INSURAN				
Atty: TABACK - PRO PER	Worker:				
File: 7/30/2003 Dispose:	Reopen:		Close:		
Evt: ____	Dte: <u>8/12/2003</u>	Plea: ____	Dsp: ____	Pgm/Rslt: ____	Monetary: _
Pty: ____	Cnt: ____	Attny: ____	Jur: _	Due Dte: ____	
Cmt: _____					
Form: ____	Register: ____	Receipt: ____	Amount: ____		

<F4> prompt is available for fields other than date and comment fields

Evt	Specific event code that represents a document or action relating to the case.
Dte	Date of an event. System defaults to current date.
Plea	Used to indicate indicate the plea, if any, on each charge. (Criminal processing)
Dsp	Code to determine how a party is disposed. This information will be reviewed for caseload under "Method of Disposition".
Pgm/Rslt	Codes created to indicate results of a hearing regarding a case, or to indicate a specific program. Placing a "Y" next to this field will allow you to enter up to 999 programs and/or results.
Monetary	"Y" will take you to the Edit Monetary Orders screen to create financial orders.
Pty	The party that an event relates to, such as who is filing a document, or when a specific party is disposed.
Cnt	Specific charge count that an event relates to. (Criminal processing)
Attny	Attorney who represented a party at a court hearing or who is filing a document.
Jur	Jurist who handled the hearing or who signed the order. This field will default to the jurist assigned to the case.
Due Dte	Date that the next filing is due. (i.e. Extension of Service or Answer).
Cmt	Field that allows the user to type any comments. These comments will display on the Register of Actions. <F14> will allow entry of up to 999 lines of text.
Form	Form type (e.g., CC, JC, PC, MC, etc.,) and form number that you are creating. This will automatically take you to form processing when you press <ENTER> .

Field Definitions for Edit Event, continued

Last, at the bottom of the screen is the Schedule Next Action area of the edit event screen. When this area of the screen is completed the information will update the jurist/courtroom calendar. This section of the screen should not be modified, a modification to this section does not update calendar information. A Schedule Next Action change should be completed through the Calendar detail screen.

The screenshot shows a screen with a decorative top border. A callout box at the top says "Remember <F4> to prompt is available". Below this, the text "Schedule Next Action:" is followed by input fields for "Next:", "Date:", "Time:", "Jur:", and "Ctrm:". A "Cmt:" label is followed by a multi-line text area. At the bottom, function key shortcuts are listed: "F3=Exit F10=Name F13=Cmnds F14=More Comments". A second callout box points to the "Jur:" and "Ctrm:" fields, stating "Defaults to Jurist of record and Jurist's courtroom, if left blank".

Schedule Next Action

Next	Hearing type being scheduled.
Date	Date the hearing is scheduled for.
Time	Time the hearing is scheduled for, followed by A (a.m.) or P (p.m.).
Jur	Judge/referee/clerk scheduled to hold the hearing, updates thier calendar. This field will default to the jurist assigned to the case, but may override with a different jurist.
Ctrm	Courtroom location for this hearing. System will default to the assigned jurist/referee's courtroom, but may override this field with a different courtroom location.
Cmt	Allows the user to type any comments regarding the next scheduled action. These comments will on the calendar, when requested.

Once all information regarding this event is completed press <ENTER>, the Edit Event screen will be returned for the next event. Once all events are entered, <F3> to exit.